

A Focus on People and Business . . .

Attraction and Retention Series Issue 2

Workforce Planning Toolkit

Resource Document 6.

TEMPLATES - SAMPLE FORMS

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Template 1: Workforce Planning Schedule

Business Centre/Unit Workforce Planning Schedule - 2001/									
Business Unit/ CentreTeam:									
	Action	Who	By When	Complete ☑					

Template 2: Strengths/Weaknesses/Opportunities/Threats Analysis

Business Unit/Centre S.W.O.T Analysis for 2001/							
<u>Strengths</u>	<u>Opportunities</u>						
<u>Weaknesses</u>	<u>Threats</u>						

Template 3: Key Issues and Impacts

Business Unit/Centre Key Issues & Impacts for 2001/									
Key Issues from S.W.O.T	Potential Impact	Risk 0 = Negligible 1 = Low 2 = Medium 3 = High 4 = Extreme	Likelihood of Occurring (High, Medium Low)						

Template 4: Business Case Scenarios

Business Unit Business Case Scenarios for 2001/									
Best Case Scenario	Worst Case Scenario	Most Likely Scenario							

Template 5: Forecast Demand

Business Unit/Centre Forecast Workforce Demand																				
Activity/ Service by Project/ Customer	Time- fram e	Locatio n	Budget/ Forecast Revenue	Type/ Job Function of staff		Time Frame 2002/						Minimum Capability Level Required Ranked 1-5 (Where 5 = Advanced & 1 = Beginner)	Special/Additional Skills/ Competencies Required/ Comments							
					J	F	М	Α	М	J	J	Α	S	0	N	D	J	F		
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Template 6: Existing Supply

	Business Centre/Unit Existing Workforce Supply															
Location	Type/ Job Function of staff	Existing Staff	Employment Type		Employment Type		Employment Type		C		Capability I Ranked 1 (Where 5 Advanced		Capability Level Ranked 1-5 (Where 5 = Advanced &		Competencies/Skill Level (eg: CW12, AQF level, ticketed/certified quals) (Also refer to skills audit/competency acquisition data)	Comments
			Perm.	Cas.	Part time											

Template 7: Workforce Supply/Demand Analysis

	Business Centre/Unit Workforce Supply/Demand Analysis										
Location	Project Activity (where applicable)		Ga	p Identified by		Impacts of Best/Worst Case Scenarios on Gap Identified	Strategy Options	Impact of Strategy to Reduce Gap (High/Medium/Low)			
		Staffing Number	Job Function	Capability/Skills/ Competencies	Timeframe (if applicable)			,,,			

Template 8: Workforce Characteristics

	Business Centre/Unit Workforce Characteristics										
ТҮРЕ	EXISTING STATUS (Qualitative/Quantative)	DESIRED STATUS (Qualatitative/Quantative)	IDENTIFIED GAP (Qualitative/Quantative)	IMPACT OF STRATEGY TO REDUCE GAP (H/M/L)							

Template 9: Workforce Planning Strategies

	Business Centre/Unit Workforce Planning Strategies Summary Table										
HR Strategy	Expected Outcomes	Resource Requirements	Impact of Not Implementing Strategy	Critical Time Frames	Performance Measures	Strategic Linkage					

Template 10: Workforce Planning Action Plan

Business Centre/Unit Workforce Planning Action Plan – 2001/									
Action	By Who	By When	Complete ☑						
Strategy 1									
•									
Strategy 2									
•									
Strategy 3									
•									